



Legislation Text

File #: 18-462, Version: 1

MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: Shane French, Information Technology Director

DATE: June 5, 2018

SUBJECT: (a) Waive the normal bidding requirements because to do so would produce no economic benefit for the county due to the unique nature of services, and (b) Approve purchase of consulting services from Superior in the amount of \$13,930 plus travel expenses and authorize IT Director to issue Purchase Order.

EXECUTIVE SUMMARY:

The Information Technology Department is requesting permission to purchase consulting services from Superior to assist in creating a plan for migrating certain legacy business processes and systems onto the Naviline software system.

BACKGROUND AND DISCUSSION: The County of Lake currently has a number of information systems involved in the processing of financial data. Some of these systems run on legacy software that does not have vendor-backed support. These systems were typically built in-house using expertise that is no longer commonly available. In an effort to modernize our systems and ensure continued supportability, we are seeking consultative services to assist us with planning for a transition to more supportable systems. Specifically, we are looking for assistance with moving legacy processes to our current financial software: Naviline. Superior has provided us specifications for a consultation engagement to assist us in planning this migration.

FISCAL IMPACT: ☐ None ☐ Budgeted ☒ Non-Budgeted
Estimated Cost: \$13,930
Amount Budgeted: \$0
Additional Requested: N/A
Annual Cost (if planned for future years): N/A

FISCAL IMPACT (Narrative):

This is a one-time expenditure. However, we anticipate that the vendor may suggest additional professional services depending on findings. This purchase was not included in our FY 17/18 budget, however, we will have funding available via a budget transfer from salaries and wages.

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION:

(a) Waive the normal bidding requirements because to do so would produce no economic benefit for the county due to the unique nature of services, and (b) Approve purchase of consulting services from Superior in the amount of \$13,930 plus travel expenses and authorize IT Director to issue Purchase Order.